

Salt Lake Community College
UDOT Transportation Technician Training
English 0054 - Technical Writing
SYLLABUS

Instructor: Carol Sieverts
Office: Jordan Campus HTC 115Q
Office Phone: 801-957-2805
E-Mail Address: Carol.Sieverts@SLCC.edu

Text: *Effective Technical Writing*. Please acquire a binder to use to assemble your text.

REQUIREMENTS AND EXPECTATIONS

OBJECTIVES

This class has been designed to help students gain a better understanding of the role writing and communication play in the work place and in daily life. Both technical writing and professional communication will impact career choices and are a necessary part of every job. The curriculum in this course is aimed at furthering your knowledge of using language as a tool of communication in a responsible manner.

Students will be encouraged to develop a variety of skills such as: critical thinking, perceptive reading, awareness of audience, organization of ideas, and writing with purpose, unity and coherence.

REQUIREMENTS

This is a computer-assisted writing class. All work must be completed on a word processor. With the opportunity for peer evaluation, spell check and computer revision it is anticipated that your final drafts will be virtually error free. Take time for proof reading and revision!

All work must be submitted on or before the date specified. Failure to do so will result in a grade reduction for each day your work is late. Any work not submitted by the final day specified on the assignment sheet will receive a failing grade; figured into the final grade as a zero.

Make every effort to keep up with the class assignments. If you complete your assignments when they are specified they help to develop the writing portfolio. If you do them just to submit your portfolio they are only busy work.

Keep all assignments, hand-outs, and writing assignments until the course is over and you have received a grade for the class. There can be no discussion of your grade without a complete portfolio.

GRADING POLICY

Although this class is non-credit, it is required that students receive a C or better letter grade to pass the course. Your grade will be based on a point system. Points are assessed on the following schedule and tabulated at the quarter's end to determine a letter grade.

130 Mid-term Portfolio

- 30 points for assignments
- 20 points for Letter of Request
- 20 points for letter of Complaint
- 20 points for Memo
- 20 points for Resume
- 20 points for Cover Letter

70 Final Portfolio

- 10 points for assignments
- 20 points for Proposal
- 40 points for Informal Report

200 Total

After calculating the total number of points, grades will be determined on the basis of 200-186=A, 185-180=A-, 179-174=B+, 173-166=B, 165-160=B-, 159-154=C+, 153-146=C 145-140=C-, 139-134=D+, 133-126=D, 125-120=D-, Below 120 is failing.

ATTENDANCE and PARTICIPATION

The experience of participating in class--in lending your voice and perceptions to our learning community and in experiencing the voices and perceptions of others--is irreplaceable. Therefore please make every effort to attend class or to stay connected through e-mail.

All assignments will be explained during class. Your participation in defining class work is necessary to successful work. Peer response groups are an important element of a writing class; however due to the nature of this class it may be necessary for you to find friends or family who can serve as a peer response group.

WRITING PORTFOLIOS

Any binder may serve as a writing portfolio.

Mid-Term Portfolio

This portfolio is a compilation of common technical writing experiences. Writing assignments will develop from reading assignments and activities during specific classes. These assignments are essential to your grade. They will be peer evaluated and kept in a portfolio to be submitted as a mid-term project.

This analysis will provide an opportunity for you to put the essence of your thinking into writing. Let your thinking be sparked by your reading, your work experience, your research, as well as your experience as a writer, a reader and a member of the work force.

Due Dates: Peer Response will occur on a regular basis
 Evaluation draft due: February 27th

Final Portfolio

This final portfolio invites you to marshal your knowledge and expertise as writers to develop a collaborative research and writing project, in which you will frame an informal report. It will begin with a proposal and conclude with the report.

This portfolio asks you to take part in discovering your own position on complex issues in the work place and how to express your position in a positive, coherent and readable style.

Due Dates: Peer response will occur on a regular basis
 Evaluation draft due March 12th

Daily reading assignments and specific writing procedures will be outlined on assignment sheets.

**Salt Lake Community College * UDOT Transportation Technician Training
English 0054 *Technical Writing* Class Assignment Sheet**

week 1

Wednesday, November 7th -In class: Introduction and discussion on defining the writing task:
Identifying the reader, brainstorming, planning and drafting.
Homework: From *Effective Technical Writing* read section titled
“Developing an Effective Document pages 3-6.

week 2

Wednesday, November 14th -In class: Discussion on Purpose and Audience
Homework: From *Effective Technical Writing* read “Writing an
Effective Letter pages 7-9. Look at newspapers,
books and magazines to identify purpose and audience.
Portfolio Assignment:
Assignment #1- Discovering purpose and audience in the public
sphere

week 3

Wednesday, November 21st -In class: Discuss defining a task.
Homework: From *Effective Technical Writing* read “Writing Letters of
Request” pages 10-13.
Portfolio Assignment:
Assignment #2- Letter to a specific audience.

week 4

Wednesday, November 28th -In class: Discuss the planning and drafting of the letter of request.
Assign the letter of request.
Homework: From *Effective Technical Writing* read “Engaging in
Effective Revision” pages 24-28.
Portfolio Assignment:
Assignment #3- Invention for developing a letter of request.

week 5

Wednesday, December 5th -In class: Discuss revision, redrafting and editing.
Homework: “Practicing Effective Peer Response” page 23.
Portfolio Assignment:
Assignment #4- Revision Exercise

week 6

Wednesday, December 12th -In class: **There will be no formal class on this date.** Use this time to
revise and proof read your letter.

December 12^h thru January 16th - **Merry Christmas -No class due to the holiday.**

Salt Lake Community College * UDOT Transportation Technician Training
English 0054 * Technical Writing * Class Assignment Sheet Continued

week 7

Wednesday, January 16th - In class: Discuss peer response. Explain the need for Peer Response Workshop.
Homework: From *Effective Technical Writing* read "Writing Letters of Complaint" pages 17-19.
Portfolio Assignment:
Assignment #5- Peer Response to the letter request

week 8

Wednesday, January 23rd - In class: Discuss claim, data, and warrant. Discuss planning and drafting a Letter of Complaint. **Assign Letter of Complaint.**
Homework: From *Effective Technical Writing* read "Writing an Effective Memo" pages 29-34. Draft a letter of complaint
Portfolio Assignment:
Assignment #6- Audience awareness assignment.
Assignment #7- Invention for developing a Letter of Complaint.

week 9

Wednesday, January 30th - In class: Discuss planning and drafting a memo. **Assign a memo.**
Homework: Peer response on letter of complaint.
From *Effective Technical Writing* read sections on Cover Letters and Resume pages 28-48.
Portfolio Assignment:
Assignment #8- Revision Exercise
Assignment #9- Peer response sheet for Letter of complaint.
Assignment #10- Invention for developing a Memo.

Week10

Wednesday, February 6th - In class: Discuss strategies for writing a Cover Letter and Resume. **Assign a Cover Letter and Resume.**
Homework: Peer response on the memo and Meta-cognitive response page 15.
Portfolio Assignment:
Assignment #11- Invention for Cover Letter and Resume.
Assignment #12 - Peer response sheet for memo.
Assignment #13 - Revision

week 11

Wednesday, February 13th - In class: Discuss writing effective e-mail. Discuss the process for writing a meta-cognitive response.
Homework: Peer response on the cover letter and resume.
"Practicing Effective Peer Response" page 23.
Portfolio Assignment:
Assignment #14 - Cover Letter and Resume peer response sheet.
Assignment #15 - Meta-cognitive response.

**Salt Lake Community College * UDOT Transportation Technician Training
English 0054 * Technical Writing * Class Assignment Sheet Continued**

week 12

Wednesday, February 20th - In class: Discuss effective argumentation.

Homework: From *Effective Technical Writing* read sections on
Feasibility study page 52.
Submit mid-term portfolio.

Complete Mid-term Portfolio is due for evaluation on February 27th it must be postmarked before March 5th. Include 15 assignments, meta-cognitive response and the letter of request, the letter of complaint, the memo, the resume and cover letter.

Please mail your complete portfolio to:

***Carol Sieverts
Salt Lake Community College
Jordan Campus
3491 West Wights Fort Road (9000 South)
West Jordan, Utah 84088***

week 13

Wednesday, February 27th - In class: Discuss elements of the Feasibility Study.

The Feasibility Study is the major project for this semester. This project will propose a solution to a fairly complex problem. You will need to engage in research. You can use both primary and secondary research. As a subject for your report you might consider discovering possible solutions to questions such as these:

Rising crime rates in the community.
Traffic congestion
The need for day care in your work place
The need for new computer or video equipment in your work environment.
The need to restore and old building with historical significance in. your community.
Changes needed in administration or development in your department.
Or anything else that you can identify as an important problem.

A rough draft is due on the first day of the short course for peer evaluation. The evaluation draft is due on the second day of the short course.

This final portfolio is worth 60 points toward your final grade.

5 points - Progress Report
50 points - Feasibility Study

Homework: From *Effective Technical Writing* read "Effective Document Design" pages 61-62 and "Writing an Effective Progress Report" pages 61-69.

Portfolio Assignment:

Assignment #1 - Invention for the Feasibility Study.

**Salt Lake Community College * UDOT Transportation Technician Training
English 0054 * Technical Writing * Class Assignment Sheet Continued**

week 14

Wednesday, March 5th - In class: Discuss elements of the Progress Report.

Discuss element of support and research.

Homework: Continue planning and drafting the feasibility study.

Write a Progress report.

From *Effective Technical Writing* read "Giving an Effective Oral Presentation" pages 70-73.

Portfolio Assignment:

Assignment #2 - Invention for the Progress Report.

Assignment #3 - Response to *Men and Women are Different*

week 15

Wednesday, March 12th - In class: Discuss writing in the work place, conducting an interview, and giving oral presentations.

Progress Report is due.

Please mail your Progress Report to:

Carol Sieverts

Salt Lake Community College

Jordan Campus

*3491 West Wights Fort Road (9000 South) West Jordan,
Utah 84088*

Homework: Continue planning and drafting the Feasibility Study.

Portfolio Assignment: *(Will be completed during short course)*

Assignment #4 - Peer response for the Feasibility Study.

Assignment #5 - Meta-cognitive response.

Complete Final Portfolio is due for evaluation Wednesday, March 12th . Please mail your complete portfolio to:

Carol Sieverts

Salt Lake Community College

Jordan Campus

*3491 West Wights Fort Road (9000 South)
West Jordan, Utah 84088*

Assignments 1-5, the Progress Report, the meta-cognitive response and the Final Portfolio must be postmarked before March 19th in order to be figured into your final grade.